

Syllabus Of Pagemaker

- **Creating and Opening Publication**
- **Using the Toolbox**
- **Working with palettes, text and graphics**
- **Starting a publication from the template**
- **Saving and closing the publication**
- **Positioning ruler guides**
- **Typing Text**
- **Formatting Graphics**
- **Creating columns**
- **Creating Styles**
- **Changing type style & Alignment**
- **Rotating and moving of text block and graphics**
- **Placing text file**
- **Setting Tab**
- **Indents**
- **Leaders copying graphics between publication**
- **Positioning and resizing the logo**
- **Constructing a publication**
- **Setting up pages**
- **Changing documents setup**
- **Using master pages**
- **Choosing a measurement system and setting up rulers**
- **Adjusting layout**
- **Numbering pages**
- **Rearranging pages**
- **Creating Running headers & Footers**
- **Importing Text**
- **Threading Text Blocks**
- **Balancing Columns**
- **Edit Story**
- **Customizing the dictionary**
- **Hyphenation**
- **Leading frames layers**
- **Locking**
- **Objects wrapping text around graphics**
- **Cropping a graphics**

- **Using libraries assembling publication into a book**
- **Indexing a publication**
- **Creating table of contents**
- **Applying Color**
- **Edit Color**
- **Creating Custom Colors**
- **Color Libraries**
- **Table Editor**
- **Importing, linking and exporting graphics**
- **OLE(Object Linking and Embedding)**
- **TIFF image**
- **PDF HTML formats**
- **Printing of publication proof corrections with appropriate proof reading marks**